

CDC 2002 National Leadership Conference to Strengthen HIV/AIDS Education and Coordinated School Health Programs

Healthy Kids—Healthy Communities: Integrating Health and Education

February 10–13, 2002
Renaissance Washington DC Hotel
Washington, DC

Conference Announcement and Call For Abstracts

Dated Materials Immediate Attention Required

Abstract Submissions Deadline: August 31, 2001

Web page link*:

[http://www.psava.com/internet/register/conferences/
DASH/abstract.htm](http://www.psava.com/internet/register/conferences/DASH/abstract.htm)

or mail or fax completed forms to:

Professional and Scientific Associates
2957 Clairmont Road — Suite 480
Atlanta, GA 30329
Telephone: 404-633-6869
Fax: 404-633-6477

Registration and Exhibit Requests Deadline: December 21, 2001

Web page link*:

<http://www.thesociety.org/conf/regform.jsp>
or mail completed forms with fees to:

Society of State Directors of Health, Physical
Education and Recreation (SSDHPER)
1900 Association Drive
Reston, VA 20191
Telephone: 703-476-3403

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.



DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



2002 National Leadership Conference

Steering Committee

American Association of Colleges for Teacher Education

- Mwangaza Michael-Bandele

American College Health Association

- Robert Ward

Arkansas Department of Education

- Otistene Smith

Association of Maternal and Child Health Programs

- Sara Roschwalb

Association of State and Territorial Directors of Health Promotion and Public Health Education

- Sara Riedel

Centers for Disease Control and Prevention

- Gloria Bryan
- Holly Conner
- Patricia Drehabl
- Jo Anne Grunbaum
- Ron Hines
- Miranda Katsoyannis
- Chad Martin
- Sandra Milkis
- Jenny Osorio
- Beth Patterson
- Judy Powers
- Ken Rose
- Rachel Stern
- Jennifer Tucker
- Xavier Walker
- Howell Wechsler
- Jane Zanca

Dade County Public Schools

- LaShaun Polk

Dallas Independent School District

- Dennis Raveneau

Institute for Youth Development

- Paul Webster

Massachusetts Department of Education

- Tim Hack

National Alliance for Hispanic Youth

- Jeannie Suarez-Reyes

National Alliance of State and Territorial AIDS Directors

- Rebecca Wong

National Association for Equal Opportunity in Higher Education

- Regina Norman

National Association of Community Health Centers

- Leslie Morris

National Commission on Correctional Health Care

- Melinda Ferguson

National Latina Health Network

- Jeanette Beltran

Nevada Department of Education

- Marianne Carr

North Dakota Department of Public Instruction

- Linda Johnson

Professional and Scientific Associates

- Diana Felde

San Diego Unified School District

- Jack Campana

Society of State Directors of Health, Physical, Education and Recreation

- Bill Datema
- Helen Leonard

The Learning Partnership

- John Fisher

Utah Department of Health

- Joan Ware

Table of Contents

2002 National Leadership Conference Steering Committee	Inside Front Cover
General Conference Information	Page 2
Conference Benefits and Purposes	Page 3
Who Attends	Page 3
Preliminary Conference At-A-Glance (subject to change)	Page 4
Conference Forms and Information	Page 5-8
Call for Abstracts	
Invitation to Submit	Page 9
Presentation Topics	Page 10-11
Selection Criteria	Page 11
Presentation Options	Page 12
Submission Methods and Instructions	Pages 13-14
Call for Advanced Session Suggestions	Page 11
Forms (if you don't have an Internet connection*)	
Registration Form	Page 15
Hotel Reservation Form	Page 17
Exhibit Request Form	Page 19
Director's Awards Nomination Form	Page 21
Ancillary Meeting Request Form	Page 23
Important Dates	Inside Back Cover

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

General Conference Information

Conference Dates: February 10–13, 2002

Conference Registration Deadline: December 21, 2001

Conference Web Site*: <http://www.cdc.gov/nccdphp/dash/conference/index.htm>
(All conference forms can be accessed from this Web page.)

Location: Renaissance Washington DC Hotel
999 9th Street, NW
Washington, DC 20001
Telephone: (202) 898-9000
Fax: (202) 962-4445 (to make reservations)
(202) 289-0947 (for faxes to hotel guests)

Hotel Reservations Deadline: January 11, 2002

The CDC 2002 National Leadership Conference to Strengthen HIV/AIDS Education and Coordinated School Health Programs brings together a diverse group of dedicated professionals working to integrate new knowledge with practical skills and enhance practice and professional development. The conference theme, ***Healthy Kids–Healthy Communities: Integrating Health and Education***, encompasses the need to work collectively, across all disciplines and cultures, to create a comprehensive and coordinated approach for developing effective programs to reach our youth, especially disproportionately affected youth, and to avoid serious health problems including HIV infection, tobacco use, physical inactivity, and unhealthy diet. Participants at this 3½-day conference will include representatives from state and local education agencies, health and social service agencies, national nongovernmental organizations, federal agencies, colleges and universities, and philanthropic organizations.

Plenary sessions, sunset sessions, concurrent breakout sessions, computer training, networking roundtables, poster presentations, exhibits, and state resource exchanges will support the Conference Purposes (page 3) and create numerous opportunities to develop and build partnerships, foster collaboration, and build synergy within this diverse community of dedicated professionals.

We are actively soliciting participation and expertise for presentations during the concurrent breakout sessions, topical networking roundtables, and poster presentations (see the Call for Abstracts beginning on page 9). Exhibitors are welcome (please review the options on pages 6 and 7).

Director's Award recipients are selected from nominations received from you. Please review the Award Nominations information (pages 7 and 8). Nominations are due October 19, 2001.

Continuing education credit will be offered for various professions based on 25 hours of instruction. The number of hours of instruction is subject to change based on program changes that may occur prior to the conference.

This conference is hosted by the Centers for Disease Control and Prevention (CDC), in partnership with the Department of Education (DoEd); and the Society of State Directors of Health, Physical Education and Recreation (SSDHPER).

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Conference Benefits and Purposes

Enable the nation's leaders to

- Strengthen collaborative efforts to ensure the health and educational success of all young people, including post-secondary students.
- Build upon proven strategies that reduce health disparities among youth.
- Strengthen skills to develop cultural competencies, and foster and maintain successful partnerships that promote HIV prevention programs and coordinated school health programs in schools, postsecondary institutions, and community-based organizations.
- Enhance skills that health, education, social service, and other professionals need in order to help disproportionately affected young people avoid serious health problems, including HIV infection, violence, tobacco use, physical inactivity, and unhealthy diet, through technical assistance, training, and skills-building.
- Network to create new partnerships and strengthen collaboration.
- Improve educational strategies, materials, and information services to support adolescent and school health initiatives.
- Share up-to-date information about best practices and resources available to enhance implementation, coordination, management, surveillance, and evaluation of serious health problems that affect young people, including HIV infection, violence, tobacco use, physical inactivity, and unhealthy diet.
- Enhance capacity to implement strategies that can improve academic performance and support education reform.
- Educate policymakers, legislators, other decisionmakers, and media about coordinated school health, effective programs, and health issues in schools and communities that affect children and youth and their potential for academic success.

Who Attends

- Education, health, and social service professionals involved in HIV/AIDS prevention activities and programs for youth.
- Education, health, and social service professionals involved with coordinated school health programs and education.
- Faculty and staff (administrative, health services, and research) from postsecondary institutions.
- Other individuals serving youth in and out of the school setting including, but not limited to: peer educators, policymakers, medical professionals, parents, members of the faith community, community-based organizations, and representatives from voluntary and philanthropic organizations.

Preliminary Conference At-A-Glance

(subject to change)

SUNDAY, FEBRUARY 10, 2002

Conference Registration and Information Desk 4:00 PM – 8:00 PM

8:00 AM –	9:00 AM	Day Long Institute* Registration
9:00 AM –	5:00 PM	Day Long Institute*
11:00 AM –	3:00 PM	Information Resources, Exhibit, and Poster Set-Ups
12:00 PM –	8:00 PM	Ancillary Meetings**
4:00 PM –	9:00 PM	Exhibits Open
6:00 PM –	9:00 PM	Welcome Reception in the Exhibits Area (sponsored by SSDHPER)

MONDAY, FEBRUARY 11, 2002

Conference Registration and Information Desk 7:00 AM – 6:00 PM

6:30 AM –	8:00 AM	Organized Physical Activities (Hotel Health Club and Organized Walk/Run)
7:00 AM –	8:15 AM	Continental Breakfast in the Exhibits Area (sponsored by SSDHPER)—Exhibits Open
7:00 AM –	8:15 AM	Ancillary Meetings**
8:30 AM –	10:00 AM	Opening Plenary Session
10:00 AM –	10:30 AM	Refreshment Break in the Exhibits Area (sponsored by SSDHPER)—Exhibits Open
10:30 AM –	12:00 PM	Concurrent Sessions #1
12:00 PM –	1:30 PM	Director's Awards Program and Luncheon (sponsored by SSDHPER)
1:30 PM –	2:30 PM	Poster Session with Authors
2:30 PM –	3:00 PM	Refreshment Break in the Exhibits Area (sponsored by SSDHPER)—Exhibits Open
3:00 PM –	4:30 PM	Concurrent Sessions #2
4:30 PM –	5:30 PM	Exhibits Open
5:00 PM –	9:00 PM	Ancillary Meetings**

TUESDAY, FEBRUARY 12, 2002

Conference Registration and Information Desk 8:00 AM – 6:00 PM

6:30 AM –	8:00 AM	Organized Physical Activities (Hotel Health Club and Organized Walk/Run)
7:00 AM –	8:15 AM	Continental Breakfast in the Exhibits Area (sponsored by SSDHPER)—Exhibits Open
		Regional Networking Roundtables
8:30 AM –	10:00 AM	Plenary Session
10:00 AM –	10:30 AM	Refreshment Break in the Exhibits Area (sponsored by SSDHPER)—Exhibits Open
10:30 AM –	12:00 PM	Concurrent Sessions #3
12:00 PM –	1:30 PM	Lunch (on your own)—Exhibits Open
		Ancillary Meetings**
1:30 PM –	3:00 PM	Exhibits Open—Last Chance to Visit the Exhibits
1:30 PM –	6:00 PM	SSDHPER Effective Legislative and Policy Communications Workshop and Exchange
6:00 PM –	7:30 PM	Sunset Sessions conducted by CDC
7:30 PM –	9:00 PM	Ancillary Meetings**

WEDNESDAY, FEBRUARY 13, 2002

Conference Registration and Information Desk 8:00 AM – 4:00 PM

6:30 AM –	8:00 AM	Organized Physical Activities (Hotel Health Club and Organized Walk/Run)
7:00 AM –	8:15 AM	Continental Breakfast (sponsored by SSDHPER)
		Topical Networking Roundtables
8:30 AM –	10:00 AM	Mini-Plenary Sessions
10:00 AM –	10:30 AM	Refreshment Break (sponsored by SSDHPER)
10:30 AM –	12:00 PM	Concurrent Sessions #4
12:00 PM –	1:30 PM	Lunch (on your own)
		Ancillary Meetings**
1:30 PM –	3:00 PM	Closing Plenary Session
3:00 PM –	6:00 PM	Funded Partner Meeting(s)*** — will include open mic with the DASH management team

* The External Steering Committee for the 2002 National Leadership Conference has recommended that time be provided on the day prior to the conference for extended topical workshops that would promote in-depth learning and skill building. In an effort to address this recommendation, a Day Long Institute will be provided on Sunday, February 10, 2002. This Institute will focus on critical issues that are consistent with the theme and purposes of the National Leadership Conference, but will provide the opportunity for more full professional development on these critical issues. A specific listing of Day Long Institute topics will be posted on the CDC Web page as they are developed.

** Ancillary Meetings are generally by invitation only and are arranged by various individuals, groups, funded partners or constituents.

*** Funded Partner Meetings are CDC directed meetings for grant, program, and/or partner constituents.

Conference Forms and Information

*****All Forms Can Be Submitted Electronically At The Web Pages Noted *****

The following is information on how to register and participate in the CDC 2002 National Leadership Conference to Strengthen HIV/AIDS Education and Coordinated School Health Programs. We have streamlined the submission process this year by providing on-line Internet registration and form submission options*. To assist you in this process, here is a check-list of all the forms for the 2002 conference. As you prepare your forms, please use this check-list as a reminder of the various submission requirements and deadline dates.

Conference Registration

Your registration form must be received by SSDHPER with your registration fee payment no later than **December 21, 2001 to register at the early registration rate of \$250**. All sections of the form must be completed.

To submit your registration on-line, you must pay your registration with a credit card.

If you are paying by check, complete the form on page 15 of this booklet, or fill it in on-line and then print and mail it with your registration fee payment to:

Attention: Helen Leonard
The Society of State Directors of Health, Physical
Education and Recreation (SSDHPER)
1900 Association Drive
Reston, VA 20191-1599

If you have any questions about the registration process or you have to register using a purchase order, please contact Helen Leonard at 703-476-3403.

Conference Registration Forms

**Final Deadline for
\$250 Registration Fee:**

December 21, 2001

Forms Available At:

[http://www.thesociety.org/
conf/regform.jsp](http://www.thesociety.org/conf/regform.jsp)*

or
**page 15 of this
booklet**

Hotel Reservations

We encourage you to make your reservations at the earliest opportunity. A limited number of overnight guest rooms have been blocked for conference participants. Once this block of rooms has been filled, reservations will be subject to hotel availability. Your hotel reservation must be received by the Renaissance Washington DC Hotel no later than **January 11, 2002**, to secure the conference group room rate, subject to availability. The conference group room rate will be the Federal Government per diem rate in effect February 10-13, 2002, for Washington, DC, (currently \$119 per night) plus tax.

If you are unable to make your reservation on-line (or prefer not to use this option) please call the Renaissance Washington DC Reservations Department at 202-898-9000 before the January 11, 2002, cut-off or complete the form on page 17 of this booklet and fax it to the hotel at 202-962-4445. To get the group rate you must tell the reservationist that you are attending the CDC 2002 National Leadership Conference to Strengthen HIV/AIDS Education and Coordinated School Health Programs.

Reservations received after January 11, 2002, will be subject to availability and the hotel corporate rate of \$249 (plus tax) per night.

All reservations must be guaranteed by credit card or the equivalent of one night's deposit by check or cashier's check. If you have any questions about the registration process or hotel guestroom availability, please contact D'Lovely Gibson at 404-633-6869 ext. 217.

Renaissance Washington, DC Hotel Reservation Forms

**Final Deadline for
Reservations (subject
to availability):**

January 11, 2002

Forms Available At:

[http://www.psava.com/
internet/register/confer-
ences/DASH/hotel.htm](http://www.psava.com/internet/register/conferences/DASH/hotel.htm)*

or
**page 17 of this
booklet**

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Conference Forms and Information

***All Forms Can Be Submitted Electronically At The Web Pages Noted ***

Call for Abstracts

Abstract submissions must be received at Professional and Scientific Associates (the conference support contractor) by **Friday, August 31, 2001**.

We strongly encourage on-line submissions for those who have Internet access. Information about abstract submission topics, requirements, presentation options, and instructions on how to prepare your abstract submission are included on the Web page and also on pages 9 through 14 of this booklet.

Any questions about abstract submissions should be directed to D'Lovely Gibson at 404-633-6869 ext. 217.

Keep a complete set of copies for each abstract you submit in case there is a problem with the transmission or receipt of the abstract forms.

If you submit your abstract on-line you will receive an immediate E-mail confirmation of receipt. If you submit your abstract by fax or mail, a confirmation receipt notice will be E-mailed to you within 24 hours of receipt or, if no E-mail is available, we will fax or mail the confirmation to you. ***If you do not receive a confirmation that your abstract submission has been received within 5 business days of your submission, call D'Lovely Gibson at 404-633-6869 ext. 217 to verify that it was received.***

Failure to submit any of the required forms or information could result in non-acceptance.

Exhibits

Your Exhibit Request Form must be received by SSDHPER with your exhibitor fee payment no later than **December 21, 2001**. All sections of the form must be completed.

To submit your registration on-line, you must pay your exhibitor fees with a credit card.

If you are paying by check, you can complete the form at the back of this booklet (on page 19) or fill it in on-line and then print and mail with your exhibitor fee payment to

Attention: Helen Leonard
The Society of State Directors of Health, Physical
Education and Recreation (SSDHPER)
1900 Association Drive
Reston, VA 20191-1599

If you have any questions about the exhibits please contact Helen Leonard at 703-476-3403.

The exhibits provide an opportunity to share materials, products, services, and resources from your organization with conference participants. The exhibits area will be accessible to all conference participants during registration on Sunday and all day Monday and Tuesday. Organizations requesting exhibit booths or tabletop exhibits will be responsible for staffing, setting up, and restocking their exhibit areas with resource materials as needed. Someone should be available to answer questions during scheduled exhibit hours (see the Preliminary Conference-At-A-Glance on page 4). If you have any questions about exhibiting please contact Helen Leonard at 703-476-3403.

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Abstract Submission Forms

Final Deadline for Submitting Abstracts:

August 31, 2001

Forms Available At:

<http://www.psava.com/internet/register/conferences/DASH/abstract.htm> *

If you are unable to submit on-line call:

**D'Lovely Gibson
PSA
404-633-6869 ext. 217**

Exhibit Request Forms

Final Deadline for Exhibit Requests:

December 21, 2001

Forms Available At:

<http://www.thesociety.org/conf/exhibitor.jsp> *

**or
page 19 of this
booklet**

Conference Forms and Information

***All Forms Can Be Submitted Electronically At The Web Pages Noted ***

Exhibits, cont'd.

Exhibit options are

Exhibit Booth - \$700.00

- 1 8' x 10' pipe & drape exhibit space
- 1 6' table draped and skirted
- 1 chair
- 1 small waste basket
- 1 identification sign
- 1 electrical outlet upon request

Tabletop Exhibit - \$400.00

- 1 6' table draped and skirted
- 1 chair
- 1 small waste basket
- 1 identification sign
- 1 electrical outlet upon request

Additional services and display options can be purchased through the exhibit services company. An exhibit services packet will be forwarded to the attention of the contact person listed on your exhibit request. This packet will provide all shipping instructions and forms for ordering other services and display options.

Exhibit Booth and Tabletop Display Set Up and Tear Down Schedule

Sunday, February 10, 2002	Set up	11:00 AM – 3:00 PM
Tuesday, February 12, 2002	Tear down	3:00 PM – 6:00 PM

Director's Award Nominations

We are soliciting nominations for the Director's Awards. The awards include two Leadership Awards, the Award of Excellence, a Partnership Award, and the Award of Excellence in YRBS Data Application (see descriptions on page 8). Nominations must be received no later than **October 19, 2001**.

The following guidelines should be used:

1. Complete all sections of the award nomination form on-line and submit electronically.
2. Use a separate form for each nominee and each award.
3. Describe your nominee's contributions to school health/HIV education giving specific examples (limited to 500 words).
4. Provide the name of one additional reference who can provide supportive information and background.
5. Use the submission form included in this booklet (page 21) only if you are unable to submit your nomination electronically. If using the form from this booklet, keep your response limited to the information required on the form. The description of your nominee's contributions should be limited to one additional page.

Nomination Forms

**Final Deadline for
Nominations:**

October 19, 2001

Forms Available At:

[http://www.psava.com/
internet/register/
conferences/DASH/
nomination.htm](http://www.psava.com/internet/register/conferences/DASH/nomination.htm) *
or
page 21 of this
booklet

An E-mail confirmation of receipt will be sent to the person completing the nomination form. Submissions made on-line will receive immediate confirmation of receipt by return E-mail. If you have not received the E-mail confirmation within 5 business days of submission, please call D'Lovely Gibson at 404-633-6869 ext. 217 to verify receipt.

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Conference Forms and Information

***All Forms Can Be Submitted Electronically At The Web Pages Noted ***

Director's Award Nominations, cont'd.

Award Descriptions

The growth of coordinated school health programs is reflected in the changes and additions of the awards described below. Please take this opportunity to nominate and recognize those who have made significant improvements in school health at the national, state, territorial, and local levels.

Leadership Award

Honors the state, territorial, or local director of coordinated school health programs or the national nongovernmental program director whose leadership has resulted in the expansion of school health programs.

Leadership Award

Honors the state, territorial, or local director of HIV education or the national nongovernmental program director whose leadership has resulted in the expansion of HIV education programs.

Award of Excellence

Honors a person whose imaginative and creative efforts have positively influenced the advancement of HIV education programs and/or coordinated school health programs in his/her state or community, or the nation.

Partnership Award

Honors group efforts that have resulted in evidence of coalescence between either state or community level constituents, with significant attainment of a goal that influences the advancement of coordinated school health programs in the state or community.

Award of Excellence in YRBS Data Application

Honors the state, territorial, or local director of coordinated school health programs or HIV education who has used YRBS data to make unique or exceptional policy and/or program improvements.

Ancillary Meetings

The planning committee for the National Leadership Conference has set aside limited ancillary meeting space at no charge during the week. Ancillary meetings are permitted only at times that do not compete with conference or related events. If you wish to schedule a meeting of your colleagues, constituents, association members, or any other group during the conference, you must submit the Ancillary Meeting Request Form. This form must be received at Professional and Scientific Associates (conference support contractor) by **October 19, 2001**. Meeting space will be provided, subject to approval by CDC, as long as meeting rooms are available. All expenses for audiovisual services, telephone lines, special electrical, etc., will be the responsibility of the group using the room, and will need to contact the hotel to make payment arrangements. Confirmations including meeting room name, date, and time will be sent by E-mail once CDC has approved your request and meeting space has been assigned. E-mail notices will be sent on or before December 19, 2001.

Ancillary meetings will be scheduled only during the times indicated for ancillary meetings on the preliminary conference-at-a-glance (page 5). If you plan to meet for more than one time slot, make sure you check all time slots that apply and submit only one form for each group.

Ancillary meetings scheduled by CDC centers, divisions, or branches must be submitted directly to DASH. Do not submit your request on-line or to the conference support contractor. For more information on the internal submission process, CDC staff should contact Holly Conner at 770-488-6103 before submitting their requests.

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Ancillary Meeting Request Forms

Final Deadline for Ancillary Meeting Requests:

October 19, 2001

Forms Available At:

[http://www.psava.com/
internet/register/confer-
ences/DASH/ancillary.htm](http://www.psava.com/internet/register/conferences/DASH/ancillary.htm) *
or
page 23 of this
booklet

Call for Abstracts

The Centers for Disease Control and Prevention, the U.S. Department of Education, and the Society of State Directors of Health, Physical Education and Recreation are calling for abstracts for the 2002 National Leadership Conference to Strengthen HIV/AIDS Education and Coordinated School Health Programs to be held at the Renaissance Washington DC Hotel in Washington, DC, on February 10–13, 2002.

Healthy Kids–Healthy Communities: Integrating Health and Education, the theme of the 2002 conference, embraces the growing recognition that we need to work collectively, across all disciplines and cultures, to develop a comprehensive approach for developing effective programs to reach our youth.

This 3½-day conference will bring together a diverse group of dedicated professionals interested in the opportunity to integrate new knowledge with practical skills in order to enhance practice and professional development.

Your help is needed to create an informative conference that will explore a variety of topics.

The conference objectives, topics, selection criteria, and presentation options are described in this announcement, along with guidelines for your proposal submission.

We look forward to hearing from you.

Don't forget the deadline for submissions is Friday, August 31, 2001!

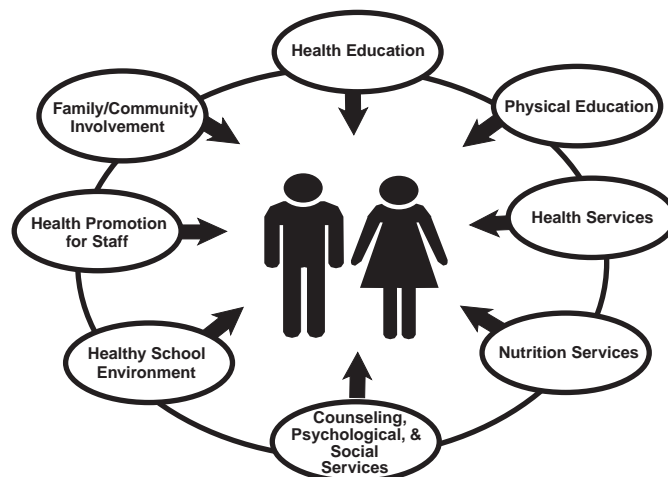
Presentation Topics

Topics

The Steering Committee is calling for submission of abstracts addressing HIV/AIDS prevention and coordinated school health programs. The abstracts should address at least one or more of the six categories of behaviors that contribute substantially to the leading causes of death, illness, and social problems among young people and adults, and one or more components of the CDC Eight Component Model of a Coordinated School Health Program (see diagram). The six behaviors are:

- Sexual risk behaviors
- Tobacco use
- Physical inactivity
- Unhealthy dietary behaviors
- Behaviors that contribute to unintentional injuries and violence
- Alcohol and other drug use

The CDC Eight Component Model of a Coordinated School Health Program



All abstracts addressing HIV/AIDS education or coordinated school health will be reviewed and considered as long as they are submitted in compliance with the criteria and requirements identified in this booklet. However, abstracts addressing the following topics, which were identified by the External Steering Committee as critical issues, will be given special consideration.

Building on Best Practices/Resources

Descriptions and demonstrations of effective, practical methods of implementing and supporting school health components, including topics like (but not limited to): teaching strategies for reaching special populations; case studies; challenges of education in developing countries; evidence-based programs and research; “Models that Work” — models of success; skills-building workshops; special education; tools and resources; Web-based resources, training and initiatives; funding sources, including innovative approaches to use existing funds; chronic disease prevention; and peer education programs.

School Reform and Academic Success

Descriptions and demonstrations of effective, practical ways of making school health programs a part of the current emphasis on standards, accountability and “the basics,” including topics like (but not limited to): academic standards; barriers to prevention; health and academic achievement; and safe and drug-free schools and communities.

Eliminating Health Risk Disparities

Descriptions and demonstrations of effective, practical strategies to address cultural and economic differences of research, policies, programs, materials, and systems change, including topics like (but not limited to): creating and institutionalizing change; interventions to eliminate disparities; developing cultural competencies; research that identifies social and other determinates of health disparities; strategies that reduce health disparities among youth; improving health status of ethnic minorities; and developing culturally appropriate educational materials.

Emerging Research and Current Issues

Reports of new studies and trends in school health topics, especially those that link to topics like (but not limited to): data gathering and surveillance issues; successful collaboration on cross-cutting research issues; HIV/STD/unplanned pregnancy prevention; abstinence promotion; and youth development.

Creative Partnering

Reports of promising strategies which empower health and education, public and private industry, school and community organizations, and the faith community to work together for common goals, make things happen, and keep them going, including topics like (but not limited to): service learning; mentoring; fostering, maintaining or evaluating successful partnerships; linkage of health and education agencies; public and private partnerships; overcoming barriers; fostering/building partnerships and collaborations; health and education; promoting stakeholder team involvement; facilitating youth-driven workshops; and youth involvement.

Building Local Support for Coordinated School Health Programs

Descriptions and demonstrations of ways to create and find opportunities to educate and influence policymakers and the public, including topics like (but not limited to): social marketing; media advocacy; developing successful coalitions; securing resources; strategies for educating legislators, policymakers, or media influentials; creating public awareness; building local support in personal realm of influence; bills and issues; and new administration priorities.

School and School Services

Approaches and issues in health services which focus on one or more of the eight components in the model including topics like (but not limited to): creating safe environments for learning; managing crisis situations and mental health issues (e.g., self-esteem, prevention, services, violence, suicide, and grief and loss); educators as facilitators of health education; HIV outbreaks; vaccine preventable outbreaks; integration of HIV/STD/unplanned pregnancy; chronic disease prevention; and HIV counseling and testing.

Selection Criteria for Abstracts

Proposals will be evaluated by Conference Program Committee staff. All selections are final.

Abstracts will be reviewed for the following:

- Relevance to conference theme and topic areas, including the six priority health risk behaviors or the eight components of a coordinated school health program.
- Clarity of intent, description, and outcomes of the policy/programmatic intervention.
- Practical usefulness to participants.
- Innovation, creativity, and new approaches.
- Degree of participant involvement; such as, skill building, active/participatory learning, and interactive discussions.

Call for Advanced Session Suggestions

To provide more opportunities for professional growth, we are planning advanced sessions for each of the above topics to be presented by speakers identified and invited by the Conference Planning Committee. If you have any suggestions for topics, content, or speakers to address advanced topics, please send them to Diana Felde by E-mail at d_felde@psava.com or fax at 404-633-6477 no later than August 31, 2001.

Presentation Options

There are four options available for presentations. Indicate your presentation preferences as your first, second, third, and fourth options on your submission form. When selecting your preference consider the amount of information you have to impart and the time you will need, and which presentation option is best suited to the teaching method(s) you plan to use.

The teaching method should be interactive and use one or more of the following:

- **Lecture** — the speaker presents to the audience and allows 10 to 15 minutes for questions and answers at the end of his/her presentation.
- **Demonstration** — the presenter explains and demonstrates the skills or techniques required for a particular methodology or practical activity.
- **Lesson** — provides an opportunity for presenter-guided, two-way communications between the presenter and the audience, using questioning and other activities to review or study the materials being presented.
- **Discussion** — the presenter (or panelists) and audience share and expand their ideas, experiences, and knowledge of the materials being presented.
- **Workshop** — the audience is involved, by the presenter, in practical work based upon the materials and methods being presented.
- **Case Study** — the audience examines and discusses the issues described in a case study of a situation which is addressed by or resultant from the research or program being presented, seeking possible solutions (or alternative solutions) to the problems identified.
- **Hands-on Interactive Computer Training** — indicates you either require or would prefer use of the computer training room for your presentation. The room is set with a high-speed (T-1) data line, one computer and LCD projector for the instructor(s), and 20 computers (2 people per computer) with Internet access. This format limits participation to a maximum of 40 people. The computer training room is a limited resource, but we will make every effort to accommodate your request. Confirmation of this option will be made separately after abstract acceptance notices have been sent. Be sure to select at least one other teaching method if you select this option.

The four presentation options are:

1. **Concurrent Presentation:**
A concurrent presentation is an in-depth 1½-hour abstract presentation given as a concurrent breakout session. Visuals can be presented in overhead transparency, 35mm slides, or LCD projection from your laptop. ***Copies of visuals will be required as handouts for session participants (estimate 100 sets).***
2. **Short Presentation:**
A short presentation is a 20 minute presentation that will be combined with other abstract presentations in a 1½-hour concurrent breakout session built around a specific topic or behavior. Visuals can be presented in overhead transparency, 35mm slides, or LCD projection from your laptop. Limited to a maximum of two speakers. ***Copies of visuals will be required as handouts for session participants (estimate 100 sets).***
3. **Poster Session:**
A poster presentation is a placard-type exhibit posted on a 4' high x 8' wide board. The Poster Session allows authors and conference participants a chance for one-on-one interaction and provides a method of general overview of programs and topics that address HIV/AIDS prevention and coordinated school health programs. Posters may be accompanied by written handouts or other materials, and will be displayed in a special exhibits area at the conference. Poster presenters will be required to stay at their poster display during the *Poster Session with Authors* scheduled for Monday, February 11, 2002, from 1:30–2:30 PM. Audiovisual equipment is not provided for poster sessions. A small table for handouts and other materials is included.
4. **Roundtable Discussion:**
Networking and sharing of model programs will be a priority at this conference. Topical roundtable discussions consist of two 35-minute discussions, which will be held from 7:00 AM–7:35 AM and 7:40 AM–8:15 AM on Wednesday, February 13, 2002. Roundtables are informal, participatory discussions facilitated by the abstract authors. This is an opportunity to boast of special challenges or successes, highlight favorite program activities, or share resources. Limited to a maximum of two speakers, as there is seating for only 10 people at a time. ***Facilitators should bring 20 sets of any handouts.***

The Abstract Review Committee will make the final decision on presentation format based upon the authors' selected options, with consideration given to alternate formats which may be suggested through peer review.

Submission Methods and Instructions

Submission Method

We are using an on-line Internet form as the abstract submission method for the 2002 conference. Forms for electronic submissions are located at <http://www.psava.com/internet/register/conferences/DASH/abstract.htm>.*

Instructions

1. Please develop your abstract off-line, using the following structure, before accessing the on-line submission forms. Abstract submissions are to be either programmatic or scientific research based. ***Use the spell checking and word count features of your word processor to check the text of the abstract before submitting it.***
 - Provide the full name, title/job function, affiliation, mailing address, telephone, fax, and E-mail address of the person submitting the abstract.
 - Abstract title.
 - Author(s) name(s)—first, middle initials, and last name for each.
 - Name(s) of the speaker(s) who will make the presentation, if selected—first name, middle initial, and last name for each.
 - Define the program or scientific research objectives for the project described in your abstract.
 - Identify program settings or scientific research methods used.
 - Describe program interventions or scientific research results. Descriptions of program interventions or scientific research results must be limited to 200 words or less.
 - Assess your program or scientific research conclusions.
 - Provide a paragraph describing the content of your session should your abstract be selected for presentation.
2. Develop at least one, and no more than three, learning objectives for every abstract submitted. If you list more than one learning objective you will need to prioritize them as primary, secondary, and tertiary. Below are some guidelines for developing appropriate learning objectives for your proposed abstract presentation:
 - Describe the information, skills, behaviors, or perspectives participants in the session will acquire by attending and participating in your abstract presentation.
 - Clearly identify the outcomes or actions participants can expect to demonstrate as a result of attending your abstract presentation.
 - Write learning objectives that relate to these outcomes and reflect the content of the session. Objectives describe the behavior of the learner and must be stated clearly, define or describe an action, and be measurable in terms of time, space, amount, and/or frequency.

Examples of measurable action words include the following:

Recognize	Prioritize	Analyze	Create	Discuss
Construct	Articulate	Describe	Apply	Assess
Evaluate	Identify	Develop	Define	List

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Submission Deadline:

**Friday
August 31, 2001**

Instructions for those
who do not have an
Internet connection ...

Contact D'Lovely Gibson at 404-633-6869 ext. 217 and request the abstract forms diskette. This will be sent to you along with instructions to complete the forms and return the diskette. If you are using this method to submit your abstract, the submission must be postmarked no later than midnight on August 31, 2001.

If you do not have a computer available, request the hardcopy abstract forms. If you have a fax available, we will fax the hardcopy forms to your attention. No fax? No problem. We will mail them to you.

Please print (using clear, block letters) or type on the abstract submission forms and return them to the conference support contractor as instructed in your forms packet.

Once again, your abstract submission must be postmarked no later than midnight on August 31, 2001.

Some examples of learning objectives might be ...

- Participant will be able to develop messages that will influence young people to make healthier choices.
- Participant will be able to identify at least two factors affecting unhealthy behaviors in young people.
- Participant will be able to list five indicators that link education with healthy choices.

3. Specify which categories from the six categories of behaviors (see page 10) would be addressed by your abstract presentation. Select all that apply.
4. Specify which components from the CDC Eight Component Model of a Coordinated School Health Program (see page 10) would be addressed by your abstract presentation. Select all that apply.
5. Specify topics, as identified by the External Planning Committee on pages 10–11, that would be addressed by your abstract presentation. Select all that apply. If you are proposing a topic not on the list, please select “other” and type in the topic to be covered.
6. Specify your first, second, and third presentation option preference by entering the number 1, 2, or 3 next to each option. If you do not specify your presentation option preferences and your abstract is selected for presentation, the Abstract Review Committee will select the presentation format they feel is most appropriate based upon peer review recommendations.
7. Specify the teaching method(s) you would use in your presentation. Select all that apply. If your teaching method is not listed, select “other” and provide an explanation. Please select teaching methods appropriate for the presentation option that you selected as your first choice. Not all teaching methods are appropriate for poster or roundtable presentations.

Please indicate if this will be a presentation by a young person or group of young people. If no one in the group is aged 18 years or older, the abstract must be submitted by an adult who will serve as contact person and who will accompany the group to the conference. That person’s name should appear as the person submitting the abstract, as described in instruction #1 above.

8. Once you have completed the abstract submission form, click on the “print” button at the bottom. This will print the abstract form from your default printer. Please keep this copy of your abstract in case of transmission problems.
9. Click on the “submit” button.
10. You will receive an E-mail confirmation for every abstract submitted. Your abstract submission will be given a unique identification number, and this will be provided in the E-mail confirmation. When you get the E-mail confirmation of receipt for your abstract submission you will be directed to a Web page (hot-linked in the E-mail) to access the speaker information forms (the Speaker Biographical Data form and the Conflict of Interest Disclosure form). A complete set of forms for each speaker must be submitted for each abstract before your submission will be complete. The abstract identification number must be included on each form. Please have each speaker complete his/her own forms. To complete your submission, each speaker must print their forms, sign the conflict of interest disclosure form, and mail or fax them to:

National Leadership Conference Abstracts–Speaker Forms
Professional and Scientific Associates
2957 Clairmont Road - Suite 480
Atlanta, GA 30329
Fax: 404-633-6477

All speaker forms must be received no later than Friday, September 14, 2001, to validate your abstract submission.

Registration Form

CDC 2002 National Leadership Conference To Strengthen HIV/AIDS Education and Coordinated School Health Programs

Register on-line at <http://www.thesociety.org/conf/regform.jsp> *

Registration forms must be received at SSDHPER by December 21, 2001

Please check one: ☐ Dr. ☐ Mr. ☐ Ms.

PLEASE PRINT OR TYPE

Name: _____ Degrees: _____

Title: _____

Affiliation: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

☐ I will be attending the Monday Awards Luncheon

☐ Special Needs: _____

SSDHPER and PSA will ensure that all ADA and special needs requirements are addressed.

Registration Fees Payable to SSDHPER

Early Registration (on/before 12/21/01)	\$250.00	<input type="checkbox"/>
General Registration (after 12/21/01)	\$300.00	<input type="checkbox"/>
On-Site Registration (2/10-13/02)	\$350.00	<input type="checkbox"/>
Student Rate	\$125.00	<input type="checkbox"/>
Daily Rate	\$100.00	<input type="checkbox"/>
Fees Due SSDHPER	\$ _____	

(Total all amounts checked above)

Photography Release

I give permission to the Centers for Disease Control and Prevention to use my picture in educational materials, brochures, presentations, articles, and other publications and on the Internet for educational and public health purposes, without compensation or time limitation.

CDC is authorized to use my first name where relevant for public health purposes. ☐ Yes ☐ No

Cancellations and Substitutions

If you are unable to attend the Conference, you may send a substitute. Substitutions can be made at any time, including on-site at the Conference for no additional fees. Cancellations made in writing on or before January 3, 2002, will be subject to a 50% administrative fee. Absent registrants will be charged the full conference fee but substitutions may be made at any time.

Signature _____ Date _____

Registration fees include conference materials, continental breakfasts Monday, Tuesday and Wednesday, morning, and afternoon refreshment breaks, the Monday Awards Luncheon, and the Welcome Reception.

Payment Type:

☐ Check # _____

☐ Credit Card: ☐ MasterCard ☐ VISA ☐ Diners Club
☐ Carte Blanche

Card #: _____

Expiration Date: _____

Signature (credit card payment) _____ Date _____

Make your registration fee payable to SSDHPER.

**Mail it with this form
before December 21, 2001 To:**

**Helen Leonard
SSDHPER
1900 Association Drive
Reston, VA 20191-1599
Telephone: (703) 476-3403**

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Renaissance Washington DC Hotel

999 9th Street, NW • Washington • DC • 20001 • (202) 898-9000; fax (202) 962-4445

Attention: Reservations

CDC 2002 National Leadership Conference to Strengthen HIV/AIDS Education and Coordinated School Health Programs February 10-13, 2002

IMPORTANT: Reservation cutoff for this conference is midnight, January 11, 2002.

Reservations received after the cutoff will be subject to availability and a corporate rate of \$249 plus tax.

We encourage you to make your reservations at the earliest opportunity. A limited number of overnight guest rooms have been blocked for conference participants. Once this block of rooms has been filled, reservations will be subject to hotel availability. Your hotel reservation must be received by the Renaissance Washington DC Hotel no later than **January 11, 2002**, to secure the conference group room rate, subject to availability. The conference group room rate will be the Federal Government per diem rate in effect February 10-13, 2002, for Washington, DC, (currently \$119 per night) plus tax. All reservations must be guaranteed by credit card, check, or money order in the amount of one night's room rate and taxes. Make checks or money orders payable to the Renaissance Washington DC Hotel.

Deposits will be refunded only if cancellation notification is received 72 hours prior to arrival.

Please retain your cancellation number.

Hotel check-in begins at 3:00 PM; check-out is to be completed by noon.

Name: _____

Title: _____

Affiliation: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

☐ Special Needs: _____

Arrival Date: _____ Departure Date: _____

Room Type: ☐ Single @ \$119 plus 14.5% tax

☐ Double @ \$119 plus 14.5% tax

☐ Smoking

☐ Non-Smoking

Confirm my reservation with:

☐ Check/Cashiers Check (enclosed) ☐ Credit Card (we accept only the following cards):

☐ MasterCard

☐ VISA

☐ American Express

☐ Diners Club

☐ Discover

Card #: _____ Exp. Date: _____

Signature: _____

The Renaissance Washington DC Hotel is an ADA certified facility.

**Mail or Fax this form to the Renaissance Washington DC Hotel, 999 9th Street, NW
Washington, DC 20001 • Fax : (202) 962-4445**

Or make your reservation on-line at

<http://www.psava.com/internet/register/conferencesDASH/reservation.htm> *

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Exhibit Request Form

Submit your Exhibit Request on-line at <http://www.thesociety.org/conf/exhibitor.jsp> *

Exhibit Requests must be received at SSDHPER, 1900 Association Drive, Reston, VA 20191 with your exhibit fees by December 21, 2001

Exhibit Booths and Tabletop Exhibits (see page 7 for exhibit information)—Check the Exhibit Type You Want

☐

Exhibit Booth - \$700.00

☐

Tabletop Exhibit - \$400.00

Person Requesting Exhibit:

Please check one: ☐ Dr. ☐ Mr. ☐ Ms.

PLEASE PRINT OR TYPE

Name: _____

Title: _____

Affiliation: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Name(s) of people who will be staffing the exhibit (exhibitors receive one free conference registration—place a check mark in the box next to the person who is to receive your free registration):

1. _____ ☐
2. _____ ☐
3. _____ ☐
4. _____ ☐

The person selected to receive your free registration will be listed in the conference participant directory at the same address and phone as listed above unless otherwise noted.

Describe the information that will be displayed:

Payment Type:

☐ Check # _____

☐ Credit Card: ☐ MasterCard ☐ VISA
☐ Diners Club ☐ Carte Blanche

Card #: _____

Expiration Date: _____

Signature (credit card payment) Date

Provide a short descriptive paragraph to be printed in the Exhibitor Directory (no more than 50 words):

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Director's Awards Nomination Form

Submit your Director's Awards Nominations on-line at
<http://www.psava.org/internet/register/conferences/DASH/nomination.htm> *

NOMINEE:

(Name of Nominee)

(Title)

(Organization/State)

(Address)

(Telephone)

(Fax)

(E-mail)

NOMINATED BY:

(Name of person completing form)

(Title)

(Organization/State)

(Address)

(Telephone)

(Fax)

(E-mail)

TYPE OF AWARD

PLEASE PRINT OR TYPE

☐ Leadership Award (CSHE)

☐ Award of Excellence

☐ Award of Excellence in YRBS Data Application

☐ Leadership Award (HIV Education)

☐ Partnership Award

Background and Rationale — On a separate page, in 500 words or less, describe why this individual or group merits the award for which they are being nominated. Outline their contribution to the field and their demonstrated professional experience in school health/HIV education. Include one additional reference who can provide supportive information and background. Submit this page and the one-page background and rationale.

This form must be received by PSA no later than 5:00 PM Friday, October 19, 2001.

Submit this form by mail or fax to:

Attn: D'Lovely Gibson (DASH/NLC)
Professional and Scientific Associates
2957 Clairmont Road, Suite 480
Atlanta, GA 30329
Telephone: (404) 633-6869 ext. 217
Fax: (404) 633-6477

On-line Form at: <http://www.psava.com/internet/register/conferences/DASH/nomination.htm> *

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

Ancillary Meeting Request Form

Submit your ancillary meeting requests on-line at <http://www.psava.com/internet/register/conferences/DASH/ancillary.htm> *

Form must be received at PSA no later than 5:00 PM on Friday, October 19, 2001

CDC will provide meeting space only.

The group holding an ancillary meeting is responsible for all final arrangements, including final room sets, audiovisual equipment orders, confirmation of the meeting requirements by review and approval of the hotel banquet event order (BEO), on-site coordination with the hotel, and payment of any costs associated with this meeting.

Meetings can be scheduled only during the times listed below. Space is very limited. Be sure to submit your request as soon as possible. In case space is not available for the date(s) and time(s) you have selected, please identify your second and third option choices by placing the number 2 or 3 to the left of the checkbox. We cannot guarantee that we will be able to accommodate every request. ***E-mail confirmation will be sent on or before December 19, 2001, and will include the assigned meeting room and your hotel contact person to finalize meeting requirements and make billing arrangements. All requested meetings are subject to approval by the Conference Steering Committee.***

Requested Meeting Time(s)—check more than one only if you are planning to meet more than once.

☐ 12:00–8:00 PM on Sunday—February 10

☐ 7:00–8:15 am on Monday—February 11

☐ 5:00–9:00 pm on Monday—February 11

☐ 12:00–1:30 pm on Tuesday—February 12

☐ 7:30–9:00 pm on Tuesday—February 12

☐ 12:00–1:30 pm on Wednesday—February 13

☐ Open to all interested in attending (include on Agenda)

☐ By invitation only (do not publish on the Agenda)

Group Name: _____

Purpose of Meeting: _____

Name of Contact: _____

Contact Phone: _____ Fax: _____

Contact E-Mail: _____

Affiliation: _____

Mailing Address: _____

The following information is required to provide the appropriate meeting space for your group:

People Expected: _____

Breakout needed?: ☐ Yes ☐ No

Breakouts needed: _____

People per breakout: _____

Room Set (check one):

☐ Classroom ☐ Hollow Square

☐ Theater ☐ Rounds

☐ Boardroom ☐ U-Shape

Complete and return this form with a copy of your preliminary agenda to:

**D'Lovely Gibson
Professional and Scientific Associates
2957 Clairmont Road - Suite 480
Atlanta, GA 30329
Telephone: (404) 633-6869 ext. 217
Fax: (404) 633-6477**

On-Line at: <http://www.psava.com/internet/register/conferences/DASH/ancillary.htm> *

*Links to non-Federal organizations are provided solely as a service to our users. Links do not constitute an endorsement of any organization by CDC or the Federal Government, and none should be inferred. The CDC is not responsible for the content of the individual organization Web pages found at these or any other link provided in this conference announcement.

CDC 2002 National Leadership Conference to Strengthen HIV/AIDS Education and Coordinated School Health Programs

Important Dates

August 31, 2001

Final Day to Submit Abstract(s) to PSA

September 14, 2001

Final Day to Submit Speaker Forms

October 19, 2001

Final Day to Submit Award Nominations

October 19, 2001

**Final Day to Submit Ancillary Meeting Request Forms
with a Copy of Your Preliminary Agenda**

December 21, 2001

Final Day to Register at the \$250 Registration Fee

December 21, 2001

Final Day to Submit Exhibit Requests

January 11, 2002

**Final Day to Make Your Hotel Reservations
at the Group Rate**

